

# FIREARMS & AMMUNITION



Place long guns in appropriately sized boxes and secure with plastic ties.



Place a plastic cable tie as a locking device to make the firearm temporarily inoperable.



Place hand guns in a hand gun box and secure with plastic ties. Make gun inoperable by using a plastic cable tie.



Seal with evidence tape.

## Don'ts

- Don't clean, dry fire, test fire, take apart, or work the action, except to unload.
- Don't package ammunition in the same box as firearm.
- Don't place any object in the barrel (plastic tie straps used to show the firearm is unloaded is an exception).
- Don't clean bullets from a crime scene or autopsy.
- Record the condition of the firearm before handling (i.e, position of hammer, safety, slide, ect.). Also record rifle scope settings, if available.
- Make the firearm temporarily inoperable using a plastic cable tie as a locking device, unless it would adversely affect forensic testing. Do not place locking device through the barrel of the firearm.
- Unload and remove ammunition and/or magazines after documenting positions. Handle with care to preserve possible fingerprints, biological, or trace evidence.
- If the firearm is evidence, mark it with identifiers (i.e, name, initials, date) and place in a gun box and secure with cable ties or wrap with paper to prevent shifting. Tag should include caliber/gauge, make, model, serial #, and action type if evident.
- ***ALWAYS check the status of the firearm through NCIC for stolen or wanted before submission.***



- Always include NIBIN exam request on all firearms submittals and all fired cartridge cases.
- Remove ALL ammunition, magazines or other loading devices from the firearm. **Do Not** remove the ammunition from the magazine or loading device if fingerprint exam is needed.
- When removing ammunition from a firearm, document the location or position in chamber or magazine.
- Wrap bullets in gauze or cloth and place in individual rigid containers. Do not wrap bullets, fragments, etc., in cotton or tissue paper.
- Wrap each cartridge separately in tissue paper and place in individual envelopes. Mark package with identifiers and seal with evidence tape.
- Do not mark ammunitions with identifiers. Preserve marks from rifling, breaching, chambering, ejection, or prints on casings.
- Bullets found embedded in objects should be removed in a manner that does not alter the marking. If possible, remove a portion of the object, leaving the bullet intact.
- When collecting shotgun pellets, 10 to 30 pellets are needed for analysis, if possible.
- Submit all fired evidence cartridge cases/shells recovered.
- Boxes of unfired ammunition for comparison may be submitted in the original container or in a larger box as long as the box is properly sealed.



- Empty magazines, empty ammo pouches, slings, scopes, speed loaders, and holsters may be packaged with the firearm. Magazines should not be inserted.
- If a firearm is found in water, then keep submersed in the same water and package in water filled container if available (i.e Rubbermaid Tote). Do not air dry the firearm or condition will deteriorate. Transport to the Lab the same day if possible.
- If possible, affix tag to a plastic cable tie and put through working mechanism of the firearm.
- If the firearm is cased both the gun and the case need to have tags affixed. Log separately from all other types of property to maintain integrity.
- Packaging should indicate whether the firearm is loaded or unloaded.
- Do call the lab ahead of time if a loaded gun must be submitted. Mark the packaging with: WARNING: LOADED GUN.